



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

340 – UNIFORMS / EQUIPMENT / APPEARANCE

GENERAL ORDER: 2012 – 12

ISSUED: April 16, 2012

EFFECTIVE: April 16, 2012

ACTION: Amends General Order 2012–01 (January 11, 2012)

340.00 PURPOSE / POLICY

The purpose of this policy is to communicate regulations and procedures for Department uniforms, equipment, and appearance. Department members shall conform to the uniform, equipment, and appearance regulations as herein prescribed, unless expressly authorized by the Chief of Police, or designee, when their duties or other necessity requires a departure from this policy.

It shall be the responsibility of all supervisors to regularly monitor their subordinate's uniforms, equipment, and general appearance to ensure conformity with this policy. In doing so, supervisors shall use their discretion with an emphasis placed upon presenting a professional appearance. Supervisors finding a subordinate member who is not in compliance with this policy shall take prompt, appropriate action to correct any deficiency.

340.05 UNIFORM REQUIREMENTS

- A. Police members and police aides, whose assignment or position requires the wearing of a uniform, shall be in proper uniform while on-duty. All uniforms and accessories shall conform to the specifications as herein prescribed.
- B. Although there is no explicit seasonal uniform period, it is expected that uniformed members wear seasonally appropriate attire, taking into account the weather conditions and duty assignment for the day. Garments designed for cold or inclement weather (i.e., winter fur cap, uniform knit cap, uniform turtleneck shirt/sweater, etc.) shall not be mixed with garments designed for warm weather (i.e., short sleeve uniform shirt, windbreaker jacket, etc.).

Note: Uniformed members may unexpectedly be required to perform their duties outdoors for prolonged periods (i.e., traffic / crowd control, neighborhood canvass, etc). They are expected to have appropriate garments/equipment readily accessible during cold or inclement weather.

- C. Police members and police aides shall keep their uniform and accessories clean, serviceable, and professional in appearance.

- D. Police members and police aides shall not be permitted to wear on any part of their uniform any unauthorized badge, button, insignia, patch, or any decoration without the approval of the Chief of Police.
- E. Department uniforms shall not be worn outside of the city, except;
 - 1. when necessary in the performance of police duty;
 - 2. for the purpose of attending a funeral or memorial service of a department member or for a law enforcement officer of another agency or;
 - 3. by permission of the Chief of Police or designee.
- F. Department members are prohibited from wearing the Department uniform or any identifying insignia related to the Department while participating in public demonstrations (i.e., rallies, marches, picketing, etc.).

340.10 POLICE MEMBERS NOT REQUIRED TO WEAR A UNIFORM

- A. Police members, who by their position (Detective, Police Lieutenants assigned to CIB, etc.) or duty assignment are not required to wear a uniform, shall, while on-duty, dress in professional business attire (e.g., for males - a suit or jacket, trousers, shirt and tie; for females - a business suit, or blazer with slacks or skirt, or a dress) unless otherwise prescribed within this policy. They shall convey an appearance of professionalism, particularly when dealing face to face with the general public.
- B. Male police members may wear a mock turtleneck shirt in lieu of the dress shirt and tie, except when appearing in court or at formal events.
- C. Commanding officers (Captain of Police and above) are expected to wear attire appropriate to their command. District and operational / field commanders shall generally wear a uniform; however, bureau commanders may grant exceptions to their subordinate command staff on a case-by-case basis when the wearing of business attire is deemed appropriate.

340.15 UNIFORM REGULATIONS

A. POLICE LIEUTENANTS AND HIGHER RANKS

1. General Uniform Items

- a. Dress blouse, white or navy blue uniform shirt (long or short sleeve), command officer overcoat (if issued), all season jacket, uniform or dress trousers, military round cap or winter fur cap, uniform sweater, uniform turtleneck, and Sam Browne belt with approved accessories.

- b. Deputy Inspector of Police and higher ranks shall have the option of wearing a white or navy blue uniform shirt (long or short sleeve) whether performing field or office duties. The white uniform shirt shall be worn with the dress uniforms as indicated in (2) below, when appearing at public meetings/hearings, or as otherwise directed by ranking command staff when deemed appropriate.
- c. Police Lieutenants and Captains of Police shall wear a navy blue uniform shirt (long or short sleeve) when performing field or office duties. The white uniform shirt shall be worn with the Class A dress uniform as indicated in (2) below or as otherwise directed by ranking command staff when deemed appropriate.

2. Dress Uniforms

Police members with the rank of Police Lieutenant and above shall maintain a Class "A" Uniform.





CLASS "A"	CLASS "B"	CLASS "C"
Command Officer Overcoat (if issued)		
Dress Blouse		
Dress Trousers	Dress or Uniform Trousers	Dress or Uniform Trousers
White Long Sleeve Uniform Shirt	White Long Sleeve Uniform Shirt	White Short Sleeve Uniform Shirt
Military Round Cap w/shield	Military Round Cap w/shield	Military Round Cap w/shield
Metal Badge	Metal Badge	Metal Badge
	Sam Browne Belt*	Sam Browne Belt*

*Sam Browne belt shall not be worn with the Class "A" Uniform. Either the Department issued handgun or the member's authorized off-duty handgun shall be worn. The wearing of the handgun shall not interfere with the dress blouse lines.

3. Rank Insignia:

- a. Rank insignia shall be worn on the epaulets of the outermost garment, except rainwear. Rank insignia shall not be worn on the uniform shirt collar or jacket collar.
- b. Black soft shoulder boards with the embroidered rank insignia shall only be worn on the white uniform shirt and uniform sweater, except as authorized in section d of this section.

- c. Embroidered cloth or metal rank insignia shall be worn on the epaulets of the navy blue uniform shirt or on the various uniform jackets.
- d. When members under fill command level positions, the Chief of Police may authorize the under filling member to wear the rank insignia of the under filled position. Members in the under filled position will display their rank using black soft shoulder boards on the member's uniform shirts and various uniform jackets. Under filling members will be given the authority and respect of the rank displayed.

CHIEF OF POLICE	Four gold five-pointed stars	
ASSISTANT CHIEF OF POLICE	Three gold five-pointed stars	
INSPECTOR OF POLICE	Two gold five-pointed stars	
DEPUTY INSPECTOR OF POLICE	One gold five-pointed star	
CAPTAIN OF POLICE	Gold double-bar	
POLICE LIEUTENANT	Gold single-bar	

Note: Metal rank insignia is the only type of insignia permitted on the Class "A" uniform.

B. POLICE SERGEANTS AND POLICE OFFICERS

1. General Uniform Items

Navy blue uniform shirt (long or short sleeve), all season jacket, uniform trousers, military round cap or winter fur cap, uniform sweater, uniform turtleneck, and Sam Browne belt with approved accessories.

2. Rank Insignia (Police Sergeants):



- a. Rank insignia shall be worn on the upper portion of uniform shirts and jackets, except rainwear. A Police Sergeant's rank insignia shall be three (3) light blue chevrons with white piping.
- b. Police Sergeants electing to wear the uniform sweater shall wear black soft shoulder boards with embroidered chevrons on the epaulets.

C. POLICE SERGEANTS AND POLICE OFFICERS ASSIGNED TO MOTORCYCLE DUTY

1. Additional General Uniform Items

Department issued leather motorcycle jacket, breeches (or trousers when permitted), leather motorcycle boots, and motorcycle helmet. Motorcycle operators are required to wear the Department issued crash helmet at all times when operating Department motorcycles.

D. POLICE OFFICERS ASSIGNED TO BICYCLE PATROL DUTY

1. Additional General Uniform Items

Bicycle glasses, bicycle gloves, solid black rubber soled athletic-style shoes, and bicycle safety helmet. While riding a bicycle on-duty, officers are required to wear the Department issued bicycle helmet. Bicycle patrol officers may wear the following:

- a. Approved bicycle jacket
- b. Approved bicycle pants or shorts with black ankle socks
- c. Nylon Sam Browne belt with approved accessories

E. UNIFORMED POLICE MEMBERS ASSIGNED TO MARINE OPERATIONS UNIT

1. General Uniform Items

During boating season (April 1st through November 1st) and when assigned to Marine Operation duties uniformed members will wear the following:

- a. Department issued long or short sleeve uniform shirt with embroidered badge, embroidered unit insignia on the collar and a nametape
- b. Approved uniform pants or shorts with black ankle socks
- c. Nylon or leather Sam Browne belt with approved accessories

Note: During the off-season, members assigned to the Marine Operations Unit shall wear the prescribed NTF uniform of their rank.

F. POLICE AIDES

1. General Uniform Items

Light blue uniform shirt (long or short sleeve) with "Police Aide" shoulder patch rocker, all season jacket, uniform trousers, and baseball style cap with miniature Department shoulder patch emblem.

G. SPECIALTY UNITS

Uniforms or plainclothes attire for specialty units (i.e., Identification Section, In-Service Section, License Investigation Unit, etc.) require approval from the Chief of Police and will be addressed on an individual unit-by-unit basis.

H. HONOR GUARD

Members of the Honor Guard shall wear such uniforms and insignia as prescribed by the Chief of Police. White gloves shall be worn when so ordered while attending important affairs and assemblies' on-duty.

340.20 UNIFORM ITEMS & OPTIONAL ACCESSORIES

A. METAL NAMEPLATES / EMBROIDERED NAMETAPES

All uniformed Department members shall wear a metal nameplate or an embroidered nametape, bearing the wearer's correct last name. They shall be worn in plain view on the outside of the outermost garment (except rainwear).

1. Metal nameplates shall have the member's last name completely blackened in so that the name is clearly readable and visible. The nameplate shall be affixed on the same plane as the bottom edge of the badge and centered above the right pocket.
2. Embroidered nametapes are a Personal Purchase Item (PPI). See section 340.20 (I) for nametape requirements.
3. Nametapes will be provided, at Department expense, for Marine Operations uniform shirts that are designated for use during the regular boating season.
4. Metal nameplates shall be silver in color for Police Officers and brass for Sergeants and above.

B. UNDERSHIRTS

1. A clean white "crew-neck" or "V-neck" style T-shirt shall be worn underneath the long and short sleeve white and light blue uniform shirt.
2. A clean navy blue "crew-neck" or white "V-neck" style T-shirt shall be worn underneath the long and short sleeve navy blue uniform shirt.

Note: White or navy blue "CoolMax" brand or similar type specialty ribbed T-shirts, for use under body armor, may be worn with the navy blue uniform shirt.

C. UNIFORM NECKTIES

1. The uniform necktie shall be a solid black, four-in-hand style slipknot, with a clip-on fastener for safety. Members not assigned to patrol duties have the option of wearing a conventional version of the tie without a clip-on fastener.
2. No necktie shall be worn with any short sleeve uniform shirt.
3. Police Aides shall wear the uniform necktie with the long sleeve light blue uniform shirt.
4. Police members shall have the option of wearing the uniform necktie with the navy blue uniform shirt. When exercising the option of not wearing the necktie, members shall have only the top shirt button un-buttoned and shall wear the required undershirt.
5. Police Lieutenants and higher ranks shall wear the uniform necktie when wearing the long sleeve white uniform shirt.
6. Department members in uniform and wearing a long sleeve uniform shirt are required to wear the necktie when appearing in court, formal events (such as funerals), or as otherwise directed by their commanding officer.
7. Department members wearing the uniform necktie may wear a single tie bar or tie tack that is professional in appearance.

D. UNIFORM CAPS

1. Police members, while on-duty and in uniform, may wear a Military Round Cap, Winter Fur Cap, Uniform Knit Cap, or Uniform Baseball Cap as outlined within this policy.
2. Police members shall ensure their uniform caps are clean, serviceable, and readily accessible while on-duty. Personnel assigned to motorcycle, bicycle, or horse mounted duty are exempt from this requirement, provided they are performing such duty and have their required safety headgear readily accessible.
3. Uniform caps shall be worn in a manner that projects a professional appearance. Winter fur caps shall have the cap shield properly affixed. Military round caps shall have the cap shield and other ornamentation properly and securely affixed as described below.
 - a. Military Round Cap
 1. Police Officers: The cap shall have a silver strap fastened to the cap by two silver WI state seal buttons and two rows of royal blue braid around the perimeter of the hat.

2. Sergeants: The cap shall have a gold strap fastened to the cap by two gold WI state seal buttons and two rows of royal blue braid around the perimeter of the hat.
 3. Police Lieutenants and Captains: The cap shall have a gold strap fastened to the cap by two gold WI state seal buttons and two rows of gold braid around the perimeter of the hat.
 4. Deputy Inspector and higher ranks: The cap shall have a gold strap fastened to the cap by two gold WI state seal buttons and two rows of gold braid around the perimeter of the hat. The visor shall be embroidered with two arcs of oak leaf groups.
4. The wearing of a uniform cap is mandatory under the following circumstances:
- a. When a uniformed member is assigned to a foot beat or Park and Walk.
 - b. At inspections, ceremonies, and other formal events
 - c. As determined by the officer-in-charge for situations in which immediate recognition is necessary
5. The wearing of a uniform cap or safety headgear (for members assigned to motorcycle, bicycle, or horse mounted duty) is required when the member is directing traffic.

E. FOOTWEAR / HOSIERY

Police members in uniform shall wear shoes or boots that are either solid black natural or solid black artificial leather with a round toe design. Shoes or boots shall be kept clean and be in good condition. Solid black crew or over-the-calf style socks shall be worn with shoes. Sock heights at or below the ankle (except as indicated for bicycle patrol officers) are not acceptable for uniformed members.

F. UNIFORM SWEATER

All police members have the option of wearing the Department issued black V-neck uniform sweater as their outermost garment. The sweater shall have the Department shoulder patch affixed to the left upper sleeve, and a cloth badge emblem affixed in lieu of the metal badge. A metal nameplate or an embroidered nametape shall be worn on the right breast of the sweater. A long sleeved uniform shirt (white or navy blue) with optional uniform necktie, and/or approved uniform turtleneck shall be worn underneath the sweater. The sweater must be worn tucked into the uniform trousers when wearing a Sam Browne belt.

G. UNIFORM TURTLENECK

Uniform turtleneck shirts may be worn by police members in conjunction with the **navy blue** long sleeve shirt and/or uniform sweater. The uniform turtleneck shirt shall not be worn as an outermost garment; at ceremonies, funerals, and other formal events; or as determined by commanding officers when the wearing of the uniform necktie is deemed appropriate.

H. OPTIONAL ACCESSORIES

1. Scarves

While outdoors during cold or inclement weather, uniformed police members may wear a scarf around the neck. A solid black scarf may be worn with the long sleeve navy blue uniform shirt. A solid black or solid white scarf may be worn with long sleeve white uniform shirt.

2. Gloves

While outdoors during cold or inclement weather, uniformed police members may wear gloves, mittens or gauntlets provided they are solid black in color. Personnel assigned to motorcycle duty may wear protective gloves.

3. Overshoes

During cold or inclement weather, uniformed police members may wear boots, galoshes, or overshoes provided they are solid black in color.

I. OPTIONAL PERSONAL PURCHASE ITEMS (PPI)

1. The Department authorizes the use or wearing of specific uniform items and accessories. The below items may be purchased, at the members expense and worn or used by police members, after following the provisions outlined in (2) below.
 - a. Uniform Knit Cap / Headband
 - b. Uniform Baseball Cap
 - c. Uniform Shirt Ballistic Vest Carrier
 - d. Uniform Windbreaker Jacket
 - e. Longevity Service Stripes (LSS)
 - f. Embroidered Nametapes

- g. Second badge of member's rank

2. PPI General Guidelines

- a. A PO-1A must be submitted to the Training Division for approval for each PPI item. Upon receiving an approved PO-1A, the member may make the purchase from the department-approved vendor specified on the PO-1A.
- b. In order to maintain consistency, the Department approved vendor must be used when purchasing a Personal Purchase Item (PPI). No substitute vendors are authorized.
- c. Police members are prohibited from using or wearing any PPI while off-duty, except for the second badge, which may be used for off-duty identification in conjunction with the Department-issued Identification card.
- d. Management reserves the right to condemn any PPI if such item is determined to be unserviceable or if used in a manner not consistent with policy. With the exception of the uniform outer vest carrier, condemned PPI items are not replaced at department expense. Any replacement costs are the member's responsibility.
- e. PPI's must be used or worn in a professional manner at all times.
- f. Claims for Department reimbursement of PPI's, as a result of duty-related damage, must be submitted in accordance with the procedures outlined in 340.55 – Uniform and Equipment Compensation Procedures.

3. PPI Regulations

a. Uniform Knit Cap / Headband

- 1. During cold or inclement weather, police members in uniform may wear a Department approved uniform knit cap or headband in lieu of their Department issued military round cap or winter fur cap.
- 2. Police members are prohibited from wearing the uniform knit cap / headband indoors, at inspections, formal events, or as otherwise directed by their commanding officer.
- 3. The uniform knit cap / headband shall be worn in a professional manner with the Department emblem facing forward and centered.
- 4. Police members below the rank of Police Lieutenant shall wear a uniform knit cap / headband with a silver emblem, while Police Lieutenants and higher ranks shall wear a knit cap / headband with a gold emblem.

b. Uniform Baseball Cap

1. Police members in uniform may wear a Department approved uniform baseball cap in lieu of their Department issued military round cap or winter fur cap.
2. Police members are prohibited from wearing the uniform baseball cap at inspections, formal events, or as otherwise directed by their commanding officer.
3. The uniform baseball cap shall be worn in a professional manner with the visor of the cap worn squarely on the head, the department emblem facing forward and centered, and no hair protruding in the front of the cap.
4. Police members below the rank of Police Lieutenant shall wear a uniform baseball cap with a silver emblem, while Police Lieutenants and higher ranks shall wear a uniform baseball cap with a gold emblem.

c. Uniform Shirt Ballistic Vest Carrier

1. Police members in uniform may wear a Department approved Uniform Shirt Ballistic Vest Carrier.
2. Police members are prohibited from wearing the Uniform Shirt Ballistic Vest Carrier at formal events, or as otherwise directed by their commanding officer.
3. Police members shall wear the cloth embroidered badge emblem and metal nameplate or an embroidered nametape when the Uniform Shirt Ballistic Vest Carrier is worn as an outer most garment.

Note: The approved vest carrier will only fit ABA & Safariland Matrix ballistic vests. The use of the approved vest carrier with non-approved manufacturer ballistic panels may limit or void the ballistic vest manufacturer's liability and/or warranty.

d. Uniform Windbreaker Jacket

1. Police members in uniform may wear a Department approved uniform windbreaker jacket with the cloth embroidered badge emblem, metal nameplate or an embroidered nametape.
2. Police members are prohibited from wearing the uniform windbreaker jacket at formal events, or as otherwise directed by their commanding officer.

e. Longevity Service Stripes

Police members who wish to add Longevity Service Stripes to existing uniform may do so at the member's expense. See section 340.30 concerning Longevity Service Stripe regulations for additional information.

f. Embroidered Nametapes

1. Embroidered nametapes are authorized for the following Department issued or PPI uniform items: navy blue uniform shirts, black wool sweaters, uniform shirt ballistic vest carrier, outer duty jackets, and leather motorcycle jackets.
2. The embroidered nametape shall be affixed on the same plane as the bottom edge of the badge and centered above the right pocket.
3. Police members below the rank of Police Lieutenant shall have their last names in silver stitching while Police Lieutenants and higher ranks shall have gold stitching.

g. Second Badge

1. Orders for a second badge require a signed PO-1A and a personal appearance by the member at the Police Academy. Full payment in cash, check or money order for the second badge must be made at the time the order is placed.

NOTE: Members are making the second badge purchase for the City of Milwaukee Police Department. For accountability and liability purposes, second badges will be the property of the Department and may be subject to recall upon promotion, appointment to a new position, retirement, suspension, dismissal or when ordered by the Chief of Police or designee.

2. Orders to the vendor for a second badge will be placed in lots of fifteen (15) or more badges for the best pricing. If a member is willing to pay extra for prompt ordering, the order will be accommodated.
3. At the time of placing an order for a second badge, members will be required to sign an agreement (Form PB-11E) to codify the terms and conditions of use.
4. Second badges are authorized for use as a supplement to the issued regulation badge for outer duty garments, as wallet identification or for ornamental display purposes only.

5. Only one supplementary badge will be issued to a member at each rank.
6. Upon promotion or appointment to a new position, the member must surrender the second badge to the Police Academy. A member may request to keep the second badge with the understanding it will be encased in Lucite plastic as in 340.25 (E). The requesting member is responsible for any associated costs.

340.25 BADGES

A. METAL BADGES

Police members are issued the Department's regulation metal badge either upon graduation from the Police Academy or upon appointment or promotion. Police members who desire to purchase and use a second badge during their course of employment may do so under the provisions of 340.20 (I).

1. Police members, while in uniform, shall wear the regulation metal badge or the issued second badge (if applicable) on their outermost garment (except as noted in (B) below) over the left breast. While on-duty and not in uniform, they shall carry either badge in such manner so as to permit ready display.

B. CLOTH EMBROIDERED BADGES

1. The cloth embroidered badge emblem shall not be displayed on civilian clothing.
2. The cloth embroidered badge emblem shall be gold in color for the ranks of Police Lieutenant and above, silver in color for the ranks of Police Sergeant and below, and a "subdued" dark blue for the Tactical Enforcement Unit 5.11 TDU Shirt jumpsuit.
3. The cloth embroidered badge emblem is authorized to be affixed to the left breast on the following garments, or any other garments where wearing of the regulation metal badge or a second badge is impracticable as determined by the Chief of Police:

Detective Jacket
Command Officer Incident Scene Jacket
Forensic Investigator Photo Vest / Jacket
Marine Operations Jacket
Marine Operations Uniform Shirt
Recruit Officer Uniform Shirt

Narcotic Officer Jacket
Windbreaker Jacket
Bicycle Jacket
TEU 5.11 TDU Shirt / Jacket
Uniform Sweater
Ballistic Vest Carrier

Note: With the exception of Recruit Officers, members wearing an outer garment with a cloth embroidered badge emblem must carry their regulation or second metal badge in such a manner so as to permit ready display.

C. LOANER BADGES

1. The Training Division shall issue "loaner" police officer regulation metal badges to the various commands. Commanding officers shall institute and directly manage a separate sign out/in ledger that will reflect the badge number, the date the badge was signed out, to whom the badge was issued, and the date returned and who received the badge when it was returned. In the event that any badge is unaccounted for, commanding officers shall refer to 340.50 – Lost or Stolen Uniforms and Equipment.
2. Regulation metal badges that are in need of repair shall be immediately turned over to the member's shift commander, who shall arrange for transport to the Training Division. Badges shall not be sent via inter-departmental mail.

D. AUXILIARY BADGES AND CAP SHIELDS

1. The Community Services Division shall be responsible for the original distribution of auxiliary badges and cap shields to each district.
2. District commanders or designee shall be responsible for auxiliary badge and cap shield storage. When not in use, they are to be kept in the locked district auxiliary file cabinet or other secure location as deemed appropriate.
3. Each individual auxiliary officer is to be assigned a specific badge number to be used exclusively by that officer when required in the performance of his/her duties. A sign out/in ledger is to be maintained and kept with the badges. This ledger shall contain the name of each auxiliary officer, along with his/her assigned badge number. Additionally, this ledger should contain the date the badge is signed out, the badge number to whom the badge was issued to on that date, who issued the badge, the date returned, and who received the badge when it was returned.
4. The police sergeant at each district assigned to supervise auxiliary officers shall audit and inventory all badges on a monthly basis to ensure that they are accounted for and report this fact on the *"Auxiliary Monthly Activity Report."* In the event that any auxiliary badge is unaccounted for, commanding officers shall refer to 340.50 – Lost or Stolen Uniforms and Equipment.

E. RETIREE BADGES

1. Retired police members may request their current badge be retired and encased in Lucite plastic. A fee, as determined by the Chief of Police, will be assessed to the member to cover the cost of the badge and to pay for the encasement process. The badge request must meet one of two conditions:
 - a. The member achieved a normal service retirement of 25 years or more of service, or

- b. The member has retired with less than 25 years of service but has attained the age of 57.
2. Upon satisfying one of the aforementioned criteria, the member must submit a *"Department Memorandum"* to the Chief of Police within 60 days of meeting the above criteria.
3. Approval of the badge request will be contingent upon the member returning all Department issued items and paying the required fee.
4. The Chief of Police reserves the right to retire and encase a badge for a police member who, under honorable circumstances, receives a duty disability retirement for a heroic, valorous, or combat related injury or impairment; or for a police member who dies in the line of duty under similarly honorable circumstances.

F. HONORING LAW ENFORCEMENT DEATHS

1. When a member in any level of law enforcement dies in the line of duty while serving in Milwaukee County, black mourning bands will be permitted to be worn on the metal badge from the time of death until sunset on the day of the burial.
2. When a member in any level of law enforcement dies in the line of duty while serving in the State of Wisconsin, the Governor usually declares flags will be lowered to half staff, and black mourning bands will be permitted to be worn on the metal badge from sunup to sunset on the day the flags are lowered.
3. When a Milwaukee Police Department member dies off-duty, Department members may wear a small black mourning ribbon (one inch or less) pinned to their uniform shirt or jacket (on the flap of the left breast pocket). This symbol of mourning will be permitted to be worn from the time of death until sunset on the day of the burial.

340.30 VISIBLE RECOGNITION

A. LONGEVITY SERVICE STRIPES

1. Longevity Service Stripes are authorized and may be worn by uniform police members. Each service stripe shall represent (5) five years of completed service with the Department or comparable service as a sworn law enforcement officer with another agency. Service time shall be computed from date of appointment to the rank of Police Officer.
2. Service stripes shall be gold for the ranks of Police Lieutenant and above and light blue for the ranks of Police Sergeant and Police Officer.

3. Service stripes shall be affixed to the left sleeve (forearm) of their navy blue, or white long sleeve uniform shirt, the Class "A" Dress Blouse, Department issued outer duty jackets and leather cycle jackets.
4. All new or replacement uniform items which have been approved for the display of Longevity Service Stripes and are issued by the Department shall have them affixed at Department expense. Police members who wish to add Longevity Service Stripes to their existing uniform items may do so at their expense.

Note: Members having prior sworn law enforcement experience with another municipal, county or state police agency within the United States of America and who wish to wear additional service stripes shall provide written proof of employment, including dates of service, from the previous agency. This documentation shall be provided to the member's commanding officer and will be placed in the member's personnel file.

B. ASSIGNMENT INSIGNIA

Uniformed members of the Neighborhood Policing Bureau will be issued two (2) sets of collar insignia. All uniformed members of the Neighborhood Policing Bureau will wear the collar insignia on their uniform shirt at all times.

Members assigned to a District will wear corresponding numbered insignia representative of their assigned District (i.e. a member assigned to District one will wear a "1" on their collar), while members of the Neighborhood Task Force will be issued "NTF" insignia. The collar insignia will be placed at the left and right leading edge of the shirt collar and will be centered and level with the cut of the collar.

C. UNIT AND OTHER AUTHORIZED INSIGNIA

Unit insignias are authorized and may be worn by the following divisional units as prescribed by the Chief of Police:

1. CIT / POST / CEASEFIRE / SRO

Applicable pins may be worn above the nametag for uniform members. If the member earns additional pins or awards, they are to be worn side-by-side in a horizontal line. Non-uniformed members shall have the option of wearing such pin as a single tie tack or as a lapel pin.

2. FIELD TRAINING OFFICERS / SERGEANTS

Field Training Officers will wear an FTO pin when performing FTO duties. The pin will be optional when an FTO is not training. The FTO pin will be centered above the nametag. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line to either side of the FTO pin. Field Training Sergeants shall wear gold FTO insignia pins and Field Training Officers shall wear silver insignia pins.

3. MARINE OPERATIONS UNIT

Marine Operations Unit collar pins or the embroidered collar insignia may be worn in lieu of the District "1" collar pins during the regular boating season.

4. MOUNTED PATROL UNIT

A Mounted Patrol Unit pin may be worn above the nametag for uniformed members. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line.

5. MOTORCYCLE UNIT

A Motorcycle Unit "Police Traffic" patch may be worn on the center of the left sleeve (forearm) on uniform jackets and on long sleeve shirts.

6. TACTICAL ENFORCEMENT UNIT

A Tactical Enforcement Unit pin may be worn above the nametag for uniformed members. If the member has additional pins or awards, they are to be worn side-by-side in a horizontal line.

340.35 ANNUAL UNIFORM GARMENT ORDER PROCEDURES

- A. Consistent with applicable labor contracts, uniformed members may have certain uniform garments replaced when a supervisor condemns such garments due to normal wear and tear. Uniformed members may be eligible for up to two (2) garments per calendar year in any combination below:

Applies to both MPA and MPSO:

- 2 shirts (either both short sleeve or both long sleeve)
- 2 shirts (1 short sleeve and 1 long sleeve)

MPA only:

- 1 shirt (short or long sleeve) and 1 uniform turtleneck or 1 uniform outer vest carrier
- 1 uniform turtleneck and 1 uniform outer vest carrier

Note: In order to receive a replacement uniform outer vest carrier, members are required to surrender their condemned uniform outer vest carrier to the Quartermaster of the Training Division.

MPSO only:

1 shirt (short or long sleeve) and 1 uniform turtleneck or 1 uniform sweater
1 uniform turtleneck and 1 uniform sweater

- B. In addition to (A) above, uniformed members may be eligible for up to two (2) uniform trousers per calendar year, but only when a supervisor has condemned the trousers due to normal wear and tear.
- C. Members requesting a replacement garment shall complete a *Uniform and Equipment Order* (form PO-1) and submit it to a supervisor for signature. A separate PO-1 is needed for each item requested.
- D. The completed and signed PO-1 and the condemned garment(s) shall be conveyed to the Training Division for approval.
- E. If approved, the member shall take the approved PO-1 to the Department's contracted uniform vendor within ten (10) days of such approval.
- F. Uniformed members with less than two (2) years of service are eligible to request uniform garments pursuant to (A) and (B) above and not be required to surrender their original garment(s) to the Training Division.

340.40 DEPARTMENT & PERSONAL DUTY EQUIPMENT

A. GENERAL DUTY EQUIPMENT

Police members, unless otherwise directed by their commanding officer, shall be equipped for duty with the following Department issued items: metal badge; identification card; expandable baton; signal call box key; whistle; one pair of handcuffs and handcuff key; hand-held chemical agent; glove pouch and latex gloves; memorandum book; high visibility reflective garment (readily available); rainwear (readily available); approved leather goods; the prescribed number of extra rounds of ammunition in magazines and an issued handgun, pen with black ink, and a flashlight.

B. SAM BROWNE BELT

The Sam Browne belt shall be worn with all **issued** accessories. Non-issued equipment or accessories shall not be worn on the belt, except as follows:

- 1. Belt keepers
- 2. A flashlight holder

3. A key holder with Department issued keys
4. A second pair of handcuffs in an appropriate carrying case. Handcuffs must be in conformity with Department specifications and must have the serial numbers registered with the Training Division.
5. A folding pocketknife or utility tool (such as a "leatherman") in an appropriate carrying case. The blade(s) of either the knife or utility tool may not exceed 4 inches in length.
6. Any other items that may be from time to time permitted by the Chief of Police or designee.

C. PLAINCLOTHES OR LIMITED DUTY

All police members who are assigned to plainclothes duty at any location in the Department shall be required to keep a full uniform at their assigned work location at all times while on-duty, except those police members that are not issued a police uniform (e.g., forensic investigator, detective, Police Lieutenants assigned to CIB, etc.). All police members who are assigned to plainclothes duty shall be properly equipped for duty. Limited duty personnel, by the nature of their injury or limitation may be exempt from this provision. Any such exemption, except as previously stated, requires proper medical substantiation that identifies the specific equipment they are precluded from maintaining, possessing and/or using. Any exemption, medical or otherwise, also requires the approval of the Chief of Police. Any long-term limitations will require a renewed medical substantiation every six months or more often if determined necessary by the Chief of Police.

D. LONG BATON AND RIOT HELMET

All police members shall have their long baton and riot helmet readily accessible to them. These items shall be kept at the member's work location. When on patrol, these items shall be kept readily accessible within the squad vehicle. When assigned to a walking beat, cycle duty, court, or other duties where it is impractical to have this equipment readily accessible, the long baton and helmet shall be kept available at the member's work location unless otherwise directed.

E. HIGH-VISIBILITY REFLECTIVE GARMENTS

1. The wearing of an American National Standards Institute (ANSI) compliant high visibility reflective garment is mandatory for any police member under the following circumstances:
 - a. When standing on the roadway directing traffic, lane closures, or investigating a traffic crash.
 - b. When performing public safety duties at disasters.

- c. As determined by the officer-in-charge at situations where member safety and visibility is paramount.

F. STORAGE AND SAFEGUARDING DEPARTMENT EQUIPMENT

REDACTED

1. REDACTED

2. REDACTED

G. GYM BAGS AND BRIEFCASES

REDACTED

1. REDACTED

2. REDACTED

cooperate with superior officers in order to facilitate such inspection.

H. PRIVATELY OWNED CELL PHONES

1. Department members may possess and use privately owned cell phones while on-duty for Department business.

2. Department members shall not use a privately owned cell phone while driving a Department vehicle during routine patrol.
3. Privately owned cell phones shall be kept in an inaudible or vibrating mode at all times while on-duty.
4. Department members shall not use / wear privately owned Bluetooth (wireless) devices while on-duty in public view.
5. The Department shall assume no liability for the loss, damage, or expenses incurred from the possession or use of any privately owned cell phones while on-duty.

I. HANDGUNS / ON – DUTY

1. All police members authorized to carry a Department issued handgun shall do so in the following manner: for all police members in uniform, in Department issued holsters and belts; and, for detectives and other members not in uniform, in a holster approved by the Department Range Master.
2. Police members assigned on a regular basis to plainclothes or undercover assignments **may** be authorized to be armed with an approved off-duty handgun **only** with the permission of their commanding officer. Police members shall carry their off-duty handgun in a holster approved by the Department Range Master.

J. HANDGUNS / OFF – DUTY

1. When off-duty, police members may carry their Department issued handgun, or a handgun of the same design and functional characteristics as their issued handgun. Off-duty police members who carry the Department issued handgun, or an approved off-duty handgun, shall also carry their Department issued identification card and metal badge and have them readily accessible for display.
2. Off-duty weapons must first be inspected and approved by the Department Range Master, who shall record the make, model, and serial number of the weapon. The Range Master shall keep this information on file. It is recommended members consult the Firearms Section prior to purchasing an off-duty handgun or ammunition to ensure compatibility with Department standards. Police members must demonstrate proficiency with the off-duty handgun prior to carrying it. The Range Master or designee shall determine proficiency.
3. All approved off-duty handguns shall be loaded with Department approved ammunition as determined by the Range Master. Members will be responsible for purchasing all off-duty ammunition, including ammunition costs for required training, as deemed necessary by the Firearms Section.

4. [REDACTED]

5. [REDACTED]

K. BODY ARMOR

1. [REDACTED]

Note: [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

a. [REDACTED]

b. [REDACTED]

c. [REDACTED]

5. [REDACTED]

6. *REDACTED*

L. IDENTIFICATION CARDS

1. [REDACTED]

2. *REDACTED*

[illegible]

3. [REDACTED]

4. *REDACTED*

5. VISITORS

- a. Temporary visitor passes shall be used by persons conducting business or visiting in the non-public areas of the Police Administration Building. Passes may be obtained from the Police Administration Bureau security officer and must be returned when leaving the building. Persons refusing to comply with this directive shall not be granted entry unless they have special permission from the First District shift commander or higher rank.
- b. Each pass shall have an assigned number and the Visitors Log shall be maintained in accordance with SOP 780 - Police Facilities Security.
- c. Visitors shall be instructed that they are required to wear their identification card in a visible manner while in the Police Administration Building.
- d. An inventory of the visitor passes shall be conducted at each shift change. When visitor passes are not returned within twelve hours of issuance, the First District shift commander shall be notified.

M. BUSINESS CARDS

1. Generic Business Cards (Form PC-41) are available for use by all Department members and may be obtained from the Printing and Stores Section.
2. Department members who choose to purchase and use their own business cards may do so provided the business cards have been reviewed and approved by their immediate supervisor.

340.45 RETURN OF DEPARTMENT ISSUED EQUIPMENT

A. SEPARATION CHECKOUT SHEET (PS-25)

Whenever members are placed on an unpaid status (removed from the payroll) for **any** reason except for suspension or an unpaid status of 14 days or less, Payroll Section shall prepare a *Separation Checkout Sheet* (Form PS-25). The Human Resources Division shall forward a copy of the *Separation Checkout Sheet* (Form PS-25) to the respective commanding officer.

B. COMMANDING OFFICER RESPONSIBILITIES

1. Upon receiving a *Separation Checkout Sheet* (Form PS-25) from the Human Resources Division, commanding officers shall ensure that the member's Department issued equipment is retrieved and either stored at the member's work location or delivered to the Training Division, if applicable. If the member is expected to return to duty, the equipment shall be stored at the work location. These items shall **not** be inventoried. In extraordinary cases, the equipment may be stored at another location as determined by the Chief of Police.

2. If a member's 15 day or greater leave begins prior to a PS-25 being received from the Human Resources Division, the commanding officer or designee must collect and document the member's applicable equipment prior to the member's last day of work. Once the PS-25 arrives at the work location the list of equipment collected should be transferred to the second page of the form.

Note: If a member has been approved for an extended leave of absence which may go into an unpaid status of greater than 15 days, the applicable equipment must be surrendered prior to the commencement of the leave. Supervisors are to use their discretion when handling unpaid leaves and the surrendering of equipment.

C. UNPAID LEAVE 14 DAYS OR LESS

Members on an unpaid leave of 14 days or less are not required to surrender any Department issued equipment unless otherwise ordered by the Chief of Police or designee.

D. UNPAID LEAVE 15 TO 90 DAYS **OR SUSPENDED FROM DUTY**

Members on an unpaid leave of 15 to 90 days **or suspended from duty for any reason** shall surrender their regulation and second metal badge (if issued), cap shield, identification card, call box key, OC, expandable baton, long baton, handcuffs and handgun to their commanding officer. The items shall be retained at the work location and shall not be inventoried. In extraordinary cases, the equipment may be stored at another location as determined by the Chief of Police or designee.

E. UNPAID LEAVE OVER 90 DAYS

Members on an unpaid leave over 90 days shall surrender all Department issued equipment **(excluding uniform items)** to their commanding officer. The commanding officer shall ensure the equipment designated on the *Separation Checkout Sheet* (Form PS-25) is retrieved and delivered to the Training Division, this is to include the member's badge(s), cap shield, identification card, and call box key. Handguns shall be returned to the Range Master for retention. The members equipment will be re-issued upon reinstatement.

F. TRANSFER FROM SPECIALIZED UNIT

Upon a Department member transferring from a specialized unit, or when no longer performing duties for which specialized equipment is required, it is the responsibility of the member to return all specialized uniforms and/or equipment to their commanding officer. Upon return of the specialized equipment and/or uniforms commanding officers shall ensure that a *Specialized Equipment Check Off Sheet* (Form PS-25AE) is completed. Form PS-25AE is available on the Department network. Commanding officers shall ensure the specialized equipment and/or uniforms and *Specialized Equipment Check Off Sheet* are delivered to the Training Division during normal business hours.

G. DISCHARGE, RESIGNATION OR RETIREMENT

Upon discharge, resignation or retirement, it is the responsibility of the member to immediately return to their commanding officer all Department equipment and/or uniforms that have been issued or otherwise entrusted to them, including any specialized equipment (e.g., bicycle equipment, web belts, detective windbreakers, Identification Division photo vests, tactical coveralls or 5.11 TDU shirts/pants, arson investigators equipment, etc.). If the member is unable or unwilling to return the uniforms and/or equipment, it is the responsibility of the member's commanding officer to assign a supervisor to immediately retrieve the outstanding uniforms and/or equipment. Commanding officers shall ensure the equipment, uniforms, and *Separation Checkout Sheet* are delivered to the Training Division during normal business hours.

H. TRAINING DIVISION RESPONSIBILITIES

Personnel assigned to the Training Division shall inspect returned equipment and uniform items for serviceability. They shall re-issue the equipment and uniform items when appropriate. Specialized equipment shall **not** be dispersed or re-issued from any other work location.

Note: At the direction of the Training Division commanding officer, personnel so assigned shall disperse and dispose of uniforms and equipment. Personnel assigned to other bureaus or divisions shall not perform these functions unless otherwise directed by the Chief of Police.

340.50 LOST OR STOLEN UNIFORMS AND EQUIPMENT

A. NOTIFICATION

Department members shall immediately notify their shift commander or immediate supervisor of the loss or theft of Department property. Shift commanders / supervisors shall ensure that the commanding officer is made aware of the incident.

B. REPORTS

1. Shift commanders shall ensure that a police supervisor, of a higher rank than the member reporting the loss or theft, promptly completes an Incident Report **including a detailed supplement**. If necessary, a supervisor of a higher rank from another work location shall file the report.
2. The report shall be completed prior to the end of the shift in which the loss or theft was reported. Shift commanders shall ensure that an ADAB's (all districts and bureaus) teletype message is sent describing the Department property and that the original teletype information is contained within the incident report.
3. Upon reviewing and approving the incident report, shift commanders shall notify the Assistant Chief of the Administration Bureau, the commanding officer of the Professional Performance Division and the commanding officer of the Training Division of the incident report number and a brief summation of the circumstances surrounding the loss or theft. This notification may be made via email; however, the shift commander sending the email is responsible for confirming that the email was properly received.

Note: The member reporting the loss shall NOT file a Department Memorandum or any other administrative reports regarding the loss or theft.

C. CRIMINAL INVESTIGATION BUREAU

1. The commanding officer of CIB shall ensure that all lost or stolen MPD property is entered into NCIC/CIB databases.
2. When items are purged from NCIC in accordance with NCIC's retention schedule, the commanding officer of CIB shall ensure the re-entry of the purged MPD property items in order to maintain a permanent record in NCIC/CIB databases until the items are recovered.

D. PROFESSIONAL PERFORMANCE DIVISION

The commanding officer of PPD shall review all related reports that were filed for lost or stolen Department property and determine if a personnel investigation is warranted.

E. LOST OR STOLEN DEPARTMENT PROPERTY RECOVERED

1. When lost or stolen Department property is recovered by a member, they shall immediately notify their shift commander and report the circumstances surrounding the recovery. The shift commander shall determine what, if any, additional investigative follow-up should occur.

2. The member that recovered the property shall complete a detailed supplement, clearing the original incident report, detailing the circumstances surrounding the recovery and any additional investigation, if applicable. This report shall be completed and submitted for supervisory approval prior to the end of the shift in which the recovery occurred.
3. The shift commander shall review and approve the supplemental report and ensure that an ADAB's teletype message is sent regarding the recovery. The shift commander shall also notify the Assistant Chief of the Administration Bureau, the commanding officer of the Professional Performance Division and the commanding officer of the Training Division of the recovery, including the supplemental report number and a brief summation of the circumstances surrounding the recovery. This notification may be made via email; however, the shift commander sending the email is responsible for confirming that the email was properly received.
4. CIB personnel shall cancel the property from the NCIC/CIB databases.

340.55 UNIFORM AND EQUIPMENT COMPENSATION PROCEDURES

- A. City ordinances and labor contracts provide that certain police members be compensated for items of uniform and equipment prescribed by the Chief of Police which are either (1) directly or indirectly destroyed in the line of duty, or (2) stolen from the member while such member is on-duty. The provisions of item (2) of this paragraph shall only be applicable to claims made in relation to incidents of theft where there is no negligence on the part of the member. The Chief of Police shall assess the amount of damage, and assess the amount of loss resulting from incidents of theft compensable hereunder. For purposes of interpretation and construction, the term "items of uniform and equipment prescribed by the Chief of Police" as used herein shall only cover those items that are compensable under the terms of the UNIFORM AND EQUIPMENT Article of the current labor agreements. Additionally, the Chief of Police may, at his/her discretion, approve other items (such as personal purchase) of Uniform and Equipment as compensable hereunder and shall assess the amount of damage or loss for such items.
- B. Prescribed garments for non-uniformed Department members and the maximum per garment reimbursement allowed are as follows:

COAT, DRESS	\$150.00	SHOES	\$60.00
COAT, SPORT	\$125.00	SKIRT	\$80.00
DRESS	\$75.00	SUIT	\$200.00
HAT	\$25.00	SWEATER	\$60.00
JACKET, SUMMER	\$60.00	TIE	\$20.00
JACKET, WINTER	\$100.00	TROUSERS / SLACKS	\$75.00
SHIRT / BLOUSE	\$30.00		

- C. The following procedures are established relative to processing claims by members eligible for compensation:
1. Department members having a claim shall submit a *Department Memorandum* (Form PM-9E) to their commanding officer and shall retain the garment or equipment in question until the claim is settled.
 2. Upon receipt of the "*Department Memorandum*", the commanding officer shall complete page 1 of the *Uniform and Equipment Compensation Report* (Form PU-8) and Form PO-1 when applicable for uniform items, and forward to the Training Division along with the member's *Department Memorandum*.
 3. The Uniform and Equipment Compensation Committee shall meet and render a decision on the claim. Department members may appear at committee meetings on their own time to support their claims.
 4. If the claim is approved, an appropriate communication for compensation will be prepared for the Chief's signature.
 5. If the claim is denied, the member may appeal in writing to the Chief of Police, who will render a final decision.
 6. All uniform and equipment items deemed to have been directly or indirectly destroyed in the line of duty must be surrendered to the Department for disposal.

340.60 APPEARANCE STANDARDS – POLICE MEMBERS

Department members, while on-duty, shall conform to the following appearance standards as herein prescribed. They shall always strive to present a professional appearance. It shall be the responsibility of all supervisors to regularly monitor their subordinate's general appearance to ensure conformity with this policy. In doing so, supervisors shall use their discretion with an emphasis placed upon presenting a professional appearance. Supervisors finding a subordinate member who is not in compliance with any of the following sections shall take prompt, appropriate action to correct any deficiency.

A. HAIR

1. Males

Hair shall be neat, clean and shall not interfere with full vision. The length of hair for males shall not extend past the top of the shirt collar at the center of the back. Hair may extend over the ears, but shall be no longer on the sides than the middle of the ear. The hair must be neatly clipped and shaped at the top and sides to present a well groomed appearance and shall, if the member is in uniform, not interfere with the proper wearing of the uniform cap.

2. Females

Hair shall be neat, clean and shall not interfere with full vision. Female members shall arrange their hair so it does not extend past the bottom edge of the shirt collar. The hair may extend over the ears, but shall be no longer on the sides than the bottom of the shirt collar. If the hair is worn over the ears, it shall not be arranged in a way that would be advantageous for a suspect to grab. Female hairstyles, if the member is in uniform, shall not interfere with the proper wearing or alter the original shape of the uniform cap.

3. Hair Color

Hair color for all police members, if dyed, should present a natural appearance. Colors such as green, blue, purple or any other color that does not occur naturally are prohibited.

B. SIDEBURNS

Sideburns may be worn if they are neatly trimmed and do not extend below the middle of the ear. Sideburns shall be straight and of even width (not flared) and end in a clean shaven horizontal line.

C. MUSTACHES

Mustaches may be worn provided they do not extend above, beyond or below the normal hairline of the upper lip, are maintained in a neat, clean manner presenting a groomed appearance and do not expose the wearer to undue risk or hazard.

D. BEARDS

Beards of any kind are prohibited, unless authorized by the Chief of Police (See sections 340.70 and 340.75).

E. JEWELRY – UNIFORMED MEMBERS

Facial or ear jewelry of any kind shall not be worn. Necklaces and bracelets shall not be worn. One ring may be worn provided that the ring does not interfere with the performance of duty or endanger the safety of the member or others. Visible body piercings are prohibited. Simply covering facial or ear jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing, etc.) with a bandage or other disguise does not constitute compliance with this standard.

F. JEWELRY – PLAINCLOTHES MEMBERS

Facial jewelry of any kind shall not be worn. Ear jewelry may be worn by female members provided it is conservative in style and does not interfere with the performance of duty or endanger the safety of the member or others. Necklaces, bracelets, and rings may be worn as long as they do not interfere with the performance of duty or endanger the safety of the member or others. Rings shall be limited to one per hand. Visible body piercings are prohibited. Simply covering facial jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing, etc.) with a bandage or other disguise does not constitute compliance with this standard.

G. FINGERNAILS

Fingernails must be kept clean and trimmed to a reasonable length so as not to interfere with the performance of duty. Only female members may wear nail polish provided the polish consists of one solid neutral color and does not contain any decals or ornamentation. Polish, if worn, shall be conservative and in good taste.

340.65 APPEARANCE STANDARDS – CIVILIAN MEMBERS

Non-uniformed civilian members, while on-duty, shall wear clothing and accessories that are neat and clean in appearance and appropriate for their work location. Civilian members shall convey an appearance of professionalism, particularly when dealing face to face with the general public. The following items of clothing shall be considered unprofessional and inappropriate for work attire.

- ☐ T-shirts / tank tops as an outermost garment
- ☐ “Skorts” or shorts
- ☐ Denim clothing
- ☐ Beach or thong type sandals
- ☐ Spandex garments
- ☐ Athletic shoes (unless solid black in color)
- ☐ Athletic / workout attire
- ☐ Apparel bearing sport or company logos larger than 3” x 3”
- ☐ Leggings / skin tight pants

This list is by no means all inclusive and possible violations of civilian dress attire shall be addressed by the member’s commanding officer on a case-by-case basis. Civilian members shall abide by these standards unless expressly authorized by their commanding officer or when their duties or other necessity requires a departure from this rule.

340.70 BEARDS - MEDICAL CONDITION**A. AUTHORIZATION**

The Chief of Police may authorize police members and police aides to wear a beard, if they have an existing medical condition that restricts or prevents them from shaving.

B. MEMBER'S RESPONSIBILITIES

1. Police members and police aides that have an existing medical condition that restricts or prevents them from shaving shall submit to their commanding officer a *"Department Memorandum"* and an **original** medical substantiation report from a physician / dermatologist (licensed in the State of Wisconsin) that documents such medical condition.
2. The medical substantiation report must be dated and include the physician / dermatologist's name and telephone number. The report shall also include the member's name, title, and work location.
3. Police members and police aides shall renew their medical substantiation every 6 months.

C. COMMANDING OFFICER'S RESPONSIBILITIES

1. Commanding officers shall ensure that affected police members and police aides under their command have submitted the proper reports in order to be authorized to wear a beard.
2. Commanding officers receiving a Form PM-9E *"Department Memorandum"* and a medical substantiation report shall promptly forward the **original** reports to the Medical Section.
3. If a member fails to submit proper medical documentation to wear a beard, the commanding officer shall order the member to report for duty clean-shaven beginning on the member's next scheduled workday and continuing until proper documentation is received.

D. BEARD APPEARANCE STANDARDS

1. Police members and police aides who have a medical condition that restricts or prevents them from shaving and who have been authorized to wear a beard as described above, shall wear a **full beard** provided that such members keep their facial hair **neatly trimmed** not to exceed ¼ inch in length.

2. Police members and police aides who have been authorized to wear a beard for medical reasons shall not shave any facial hair during the time such medical condition exists (unless the member withdraws their medical exemption in writing to the Medical Section; or, if their medical substantiation specifically recommends periodic shaving as being therapeutic for their medical condition). **Goatees and other designer facial hairstyles are strictly prohibited.**

E. MEDICAL SECTION RESPONSIBILITIES

The Medical Section shall be responsible for maintaining a file for all members that submit medical substantiation reports that restricts or prevents them from shaving.

340.75 BEARDS - NON MEDICAL CONDITION

A. AUTHORIZATION

1. Members assigned to the Vice Control Division may wear a beard or facial hair and not adhere to the aforementioned grooming standards, but only with the approval of their commanding officer only when doing so enhances their duty assignment.
2. The commanding officer of the Vice Control Division shall maintain a report listing all members assigned to the Vice Control Division authorized to wear a beard or facial hair. The commanding officer of the Vice Control Division shall forward a copy of the report to the Medical Section on a quarterly basis.
3. Commanding officers from all other work locations shall request approval from the Chief of Police for members to wear a beard or facial hair when no medical condition exists. The Office of the Chief shall notify the Medical Section and the respective commanding officer whether the request was approved or denied. The commanding officer shall promptly notify the affected member.

B. MEDICAL SECTION RESPONSIBILITIES

The Medical Section shall be responsible for maintaining a file for members authorized to wear a beard or facial hair for non-medical reasons.



EDWARD A. FLYNN
CHIEF OF POLICE